



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR INSURANCE COMPLIANCE OFFICER (SPECIALIST)

\$4,778 – \$5,765

CLAIMS SERVICES BUREAU

LOS ANGELES

RESPONSIBILITIES: Under direction of a Supervising Insurance Compliance Officer, the incumbent will act as team leader for Associate Insurance Compliance Officers and Insurance Compliance Officers. The incumbent will independently investigate and handle the most complex, sensitive and high profile complaints. Will act as lead person on all insurance regulatory activity, special projects including those to identify, research and act on trends in non-compliant activity. Will identify violations, and investigate and mediate consumer complaints, including those involving a lack of statutory clarity or involving multiple issues requiring mediation by all parties or formal legal action. Will train staff at lower levels, participate in Department task groups to propose and effectuate changes to regulation and legislation, and represent the Department in public or industry meetings.

DESIRABLE QUALIFICATIONS: Four years of experience in insurance claims adjusting, underwriting, or insurance consumer services including a minimum of one year of experience performing the duties of an Associate Insurance Compliance Officer; graduation from college with a bachelor's degree is highly desirable, however, experience will be accepted in place of the college degree on a year-for-year basis. Candidates must have knowledge of insurance practices, and the Insurance Code, and insurance regulations, and possess excellent interpersonal, analytical, and verbal/written communication skills.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Insurance Compliance Officer (Specialist) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance – Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “SENIOR INSURANCE COMPLIANCE OFFICER (SPECIALIST), #413-372-8607-009” ON THE STATE APPLICATION.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3433.

FINAL FILING DATE: **August 4, 2006**

NOTE: **Interested individuals must submit their application in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD